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APPENDIX A

DEFINITIONS OF TERMS

Definitions for physical requirements are taken from The Revised Handbook for Analyzing Jobs published by the United States Department of Labor, Employment and Training Administration in 1991.

Sedentary Work:

Exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are Sedentary if walking or standing are required only occasionally, and all other Sedentary criteria are met.

Light Work:

Exerting up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of Sedentary Work. Even though the weight lifted may be a negligible amount, a job should be rated Light Work, (1) when it requires walking or standing to a significant degree, or (2) when the job requires working at a production rate pace entailing the constant pushing or pulling of materials even though the weight of those materials is negligible.

Medium Work:

Exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of Light Work.

Heavy Work:

Exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of Medium Work.

Very Heavy Work:

Exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of Heavy Work.

Standing:	remaining on one's feet in an upright position at a work station without moving about
Walking:	moving about on foot
Sitting:	remaining in a seated position
Lifting:	raising or lowering an object from one level to another (includes upward pulling)
Carrying:	Transporting an object, usually holding it in the hands or arms or on the shoulder
Pushing:	Exerting force upon an object so that the object moves away from the force (includes slapping, striking, kicking, and treadle action)
Pulling:	Exerting force upon an object so that the object moves towards the force (includes jerking)
Climbing:	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs or hands and arms
Balancing:	Maintaining body equilibrium to prevent falling when walking, standing, crouching or running on narrow, slippery or erratically moving surfaces
Stooping:	Bending body downward and forward by bending spine at waist, requiring full use of lower extremities and back muscles
Kneeling:	Bending legs at the knees to come to rest on knee or knees
Crouching:	Bending body downward and forward by bending legs and spine
Crawling:	Moving about on hands and knees or hands and feet
Reaching:	Extending hand(s) and arm(s) in any direction
Hand Height:	The height at which the worker accomplishes the majority of elements in the task.
Fixture Height:	The height at which the worker works when operating a machine or other fixture

Flexion/Extension:

Shoulder: Slight Flex: moving the arm away from the body from 10 to 45 degrees
Flex: moving the arm away from the body from 46 to 180 degrees
(includes reaching overhead)

Elbow: Slight Flex: bending the arm at the elbow from 10 to 45 degrees
Flex: bending the are at the elbow from 46 to 180 degrees

Wrist: Flex: bending the wrist downward
Extension: bending the wrist upward
Deviation: bending the wrist from side to side

Essential

Function: Any element of the task that must be completed by the worker without assistance and without modification. If a worker is unable to perform an Essential Function he is unable to complete his required job duties.

APPENDIX B

Position Title: A Line Operator

Description: The A-Line Sub Assembly Operator, is responsible for assembling the component parts for the front seats of trucks. Operators will work at one of as many as 15 different tasks along the assembly line. Operators will use a variety of hand and power tools including pneumatic wrenches and screwdrivers, and will operate a variety of machines including fixtures and power assist lifts. Operators rotate to a different station along the line each day.

Essential Functions:

- Lifting up to 12 pounds frequently
- Standing constantly
- Use of hands and arms constantly
- Ability to discriminate colors and textures

Strength Requirements:

Weight in pounds	Never	Occasional 1 - 33 %	Frequent 34 - 66 %	Constant 67 - 100 %
1 - 10			X	
11 - 20			X	
21 - 50	X			
51 - 100	X			
100 +	X			

Physical Requirements

	Never	Occasional 1 - 33 %	Frequent 34 - 66 %	Constant 67 - 100 %
Sitting	X			
Standing				X
Walking		X		
Kneeling		X		
Crouching		X		
Squatting		X		
Crawling	X			
Twisting		X		
Climbing	X			
Balancing		X		
Hand Dexterity		X		
Vision				X
Hearing			X	
Speech		X		

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A Line

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Frequencies

	Light (1 - 4 times per minute)				Medium (5 - 9 times per minute)				High (above 10 times per minute)			
	Never	Right	Left	Both	Never	Right	Left	Both	Never	Right	Left	Both
Pushing								X				
Pulling								X				
Pinch Grip												X
Grasp												X
Reach forward								X				
Reach above shoulder				X								
Finger movements												X
Foot Pedal				X								

Working Conditions:

	yes	no		yes	no
Vibration		X	Hearing Protection		X
Noise		X	Gloves	X	
Extreme Cold		X	Anti-fatigue Mat	X	
Extreme Heat		X	Works Alone	X	
Dust		X	Works with Others	X	
Odors		X	At own Pace	X	
Foot Protection		X	Operating Machinery	X	

Flexions

	Wrist				Elbow				Shoulder			
	Never	Right	Left	Both	Never	Right	Left	Both	Never	Right	Left	Both
Twist				X								
Flex				X				X				X
Extend				X	X							X

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A Line

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Maximums

Grips	Required?	
	yes	no
Pinch	X	
Key	X	
Palmar	X	
Chin	X	

Reaches	Required?		Distance
	yes	no	
Forward	X		32"
Above Shoulder	X		80"
Below Height	X		32"

Lifts	Required?		Weight
	yes	no	
Floor to Waist	X		12
Waist to Shoulder	X		12
Above Shoulder	X		12
Lift and carry	X		13

Forces	Required?	
	Push	Pull
Maximum	10	10

Specific or Additional Requirements for this employee at this workstation.

Physician's Approval:

Approved as described _____ (Signature and Date)

Approved with modifications _____ (Signature and Date)

Modifications and Comments: _____

The following have been reviewed:

Job Analysis Summary _____
 Videotaped Analysis _____
 Photographic Description _____

This Program Developed and Protected by:



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Job Title:	Dakota A-Line Sub Assembly Operator	Page: 2 of 10
Description:	The A-Line Sub Assembly Operator is responsible for assembling the component parts for the front seats of trucks. Operators will work at one of as many as 18 different tasks along the assembly line. Operators will use a variety of hand and power tools including pneumatic wrenches and screwdrivers, and will operate a variety of machines including fixtures and power assist lifts. Operators rotate to a different station along the line each day.	

Department: A-Line

Task: Frame Prep / Back Stuff

1. Frame Prep <ul style="list-style-type: none"> Obtain back frame. Position in fixture. Obtain lumbar cam. Bolt cam to frame using 2 bolts. 		<table border="1"> <thead> <tr> <th></th> <th>Left Arm</th> <th>Right Arm</th> </tr> </thead> <tbody> <tr> <td>Shoulder</td> <td>slight flex</td> <td>slight flex</td> </tr> <tr> <td>Elbow</td> <td>flex</td> <td>flex</td> </tr> <tr> <td>Wrist</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Grip</td> <td>pinch</td> <td>chuck</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Force</th> <th>Back</th> <th>Neck</th> </tr> </thead> <tbody> <tr> <td>11 lbs. lift</td> <td>slight bend</td> <td>slight bend</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Hand Height</th> <th>Forward Reach</th> </tr> </thead> <tbody> <tr> <td>46"</td> <td>12"</td> </tr> </tbody> </table>		Left Arm	Right Arm	Shoulder	slight flex	slight flex	Elbow	flex	flex	Wrist	n/a	n/a	Grip	pinch	chuck	Force	Back	Neck	11 lbs. lift	slight bend	slight bend	Hand Height	Forward Reach	46"	12"
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2. Frame Prep <ul style="list-style-type: none"> Obtain lumbar strap. Seat lumbar strap. 		<table border="1"> <thead> <tr> <th></th> <th>Left Arm</th> <th>Right Arm</th> </tr> </thead> <tbody> <tr> <td>Shoulder</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Elbow</td> <td>flex</td> <td>flex</td> </tr> <tr> <td>Wrist</td> <td>slight flex</td> <td>slight flex</td> </tr> <tr> <td>Grip</td> <td>pinch</td> <td>pinch</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Force</th> <th>Back</th> <th>Neck</th> </tr> </thead> <tbody> <tr> <td>1lb. lift</td> <td>slight bend</td> <td>slight bend</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Hand Height</th> <th>Forward Reach</th> </tr> </thead> <tbody> <tr> <td>46"</td> <td>12"</td> </tr> </tbody> </table>		Left Arm	Right Arm	Shoulder	n/a	n/a	Elbow	flex	flex	Wrist	slight flex	slight flex	Grip	pinch	pinch	Force	Back	Neck	1lb. lift	slight bend	slight bend	Hand Height	Forward Reach	46"	12"
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3. Frame Prep <ul style="list-style-type: none"> Obtain bag. Place over frame. 		<table border="1"> <thead> <tr> <th></th> <th>Left Arm</th> <th>Right Arm</th> </tr> </thead> <tbody> <tr> <td>Shoulder</td> <td>slight flex</td> <td>slight flex</td> </tr> <tr> <td>Elbow</td> <td>flex</td> <td>flex</td> </tr> <tr> <td>Wrist</td> <td>slight flex</td> <td>slight flex</td> </tr> <tr> <td>Grip</td> <td>pinch</td> <td>chuck</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Force</th> <th>Back</th> <th>Neck</th> </tr> </thead> <tbody> <tr> <td>2 lbs. pull</td> <td>n/a</td> <td>slight bend</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Hand Height</th> <th>Forward Reach</th> </tr> </thead> <tbody> <tr> <td>48"</td> <td>12"</td> </tr> </tbody> </table>		Left Arm	Right Arm	Shoulder	slight flex	slight flex	Elbow	flex	flex	Wrist	slight flex	slight flex	Grip	pinch	chuck	Force	Back	Neck	2 lbs. pull	n/a	slight bend	Hand Height	Forward Reach	48"	12"
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Job Title:	Dakota A-Line Sub Assembly Operator	Page: 3 of 10.
Description:	The A-Line Sub Assembly Operator is responsible for assembling the component parts for the front seats of trucks. Operators will work at one of as many as 16 different tasks along the assembly line. Operators will use a variety of hand and power tools including pneumatic wrenches and screwdrivers, and will operate a variety of machines including fixtures and power assist lifts. Operators rotate to a different station along the line each day.	

Department: A-Line

Task: Frame Prep / Back Stuff

4. Place Trim:

- ◆ Obtain correct back trim.
- Place on rollers.
- Press footpedal to clamp trim.



	Left Arm	Right Arm
Shoulder	slight flex	slight flex
Elbow	flex	flex
Wrist	slight flex	slight flex
Grip	pinch	pinch

Force	Back	Neck
2 lbs. lift	bend	slight bend

Hand Height	Forward Reach
12"	12"

2. Place Foam/Frame

- ◆ Obtain back frame
- Place back frame into foam
- Place foam/frame into fixture
- Press footpedal to clamp frame



	Left Arm	Right Arm
Shoulder	flex	flex
Elbow	flex	flex
Wrist	slight flex	slight flex
Grip	pinch	pinch

Force	Back	Neck
12 lbs. lift	slight bend	slight bend

Hand Height	Forward Reach
74"	18"

3. Operate Stuffer

- Press footpedal to operate stuffer
- Press footpedal to raise seat back
- ◆ Remove seat back
- Place on conveyor



	Left Arm	Right Arm
Shoulder	slight flex	slight flex
Elbow	flex	flex
Wrist	n/a	n/a
Grip	pinch	pinch

Force	Back	Neck
13 lbs. lift	n/a	slight bend

Hand Height	Forward Reach
46"	12"

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